

# **PARK COUNTY, MONTANA**

## **Wastewater Plant Operator**

### **POSITION IDENTIFICATION**

**Work Unit:** Gardiner, Montana Sewer

**Title:** Wastewater Plant Operator

**Supervisor:** Park County Commission

**Current Classification:** Non-Exempt

**Pay Grade:** 16

### **ASSIGNED DUTIES AND TASKS**

#### **Position overview:**

This position under direction of the Park County Commissioners is responsible for the operation and the maintenance activities of the waste water treatment plant and collection system. This position is responsible for keeping within permit discharge limits, routinely monitors the flow of waste water and chemical levels. When problems arise, this position will introduce procedural changes within industry standards and regulatory requirements. Errors may have serious consequences to the health and well being of the community. Errors may require costly procedures if plant is shut down.

**Each duty listed below makes up at least 20% of the duties of this position and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change**

### **PLANT AND MAINTENANCE OPERATIONS**

1. Supervises all phase of the operation and maintenance of the wastewater treatment plant
2. Purchases replacement items as needed
3. Supervises the process control procedures of the treatment of wastewater to achieve optimum water quality and plant efficiency
4. Maintains operating records, including operating costs
5. Collects and analyzes samples from industrial waste contributors to determine proper billing
6. Schedules comprehensive preventive maintenance programs
7. Prepares the annual budget
8. Prepares monthly report for the environmental regulatory agencies concerning system operation, including but not limited to wastewater characteristics, wastewater treatment efficiency, wastewater treatment efficiency, operational status of processing equipment.
9. Recommends and presents data to Park County Commissioners concerning plant needs,
10. Maintains inventory of plant and collection system

## **OTHER DUTIES AS ASSIGNED**

1. Performs other related duties as assigned by Park County Commission

## **KNOWLEDGE**

Person in this position must have working knowledge of the process involved in the treatment of waste water and the machines and equipment used to pump and filter waste water. The proper knowledge of laboratory techniques used in drawing and shipping waste water samples. Requires knowledge of Federal, State, and local laws, regulations, and policies regarding waste water treatment. Proficient in handling waste water samples for laboratory testing. Possess the knowledge to take care of waste water treatment and monitoring equipment. Able to maintain accurate records. The ability to recognize adverse wastewater conditions and make immediate corrections. Ability to communicate effectively orally and in writing and the ability to establish and maintain effective working relationship with employees and general public.

### **Education and Experience**

At a minimum, must possess an Associate's Degree in Wastewater Treatment, Environmental Studies, and/or two (2) years of experience working in a mechanical wastewater treatment plant or analytical laboratory. Or, any combination of work experience and post-secondary education/training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the work.

Requires a State Class 3-C Certification License for Wastewater plant operations, including a certification in MCA 37-42-101 to 37-42-322 from the State of Montana. Must comply with the Administrative Rules of Montana (ARM) 17-13-1377

## **ACCOUNTABILITY**

This position will be responsible to turn in detailed weekly reports to the Park County Commission with the activities, tasks, and recommendations at the wastewater treatment plant.

## **CONFIDENTIALITY**

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable police and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally access information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment

## **INDEPENDENCE OF ACTION**

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems, such as troubleshooting software and system problems. Will work to develop and recommend new processing procedures in response to identifying process inefficiencies, frequent errors, etc. Work objectives and priorities are defined by Park County Commission.

## **PERSONAL CONTACTS**

This position has contacts with other the public, county personnel, elected officials, department heads, and vendors in order to be responsive to questions and inquiries regarding wastewater plant.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties involve indoor and outdoor work. Duties involve extended periods of standing, walking, talking or hearing, climbing or balancing, lifting/ carrying, reaching with hands and arms, tasting or smelling, and using hands to finger, handle, or feel. Duties require occasional periods of sitting, pulling/pushing items, keyboarding, and stooping, kneeling, crouching or crawling. Weights up to 50 pounds are encountered. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to add, subtract, divide and multiply. Reading materials and verbal instructions require moderate interpretation.

Hazards may include exposure to wet, humid conditions, working around moving mechanical parts and/or in high precarious places, bacterial, viral, and blood and water borne pathogens, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat or cold, risk of electrical shock, explosive gases, cramped quarters, vibration, human error, and angry/hostile humans. The noise level in some parts of the Plant is loud.

Must be able to access confined spaces in the Plant.

Must be able to work variable shifts and schedules.

---